

Statement of Work

I. Title: APTI Training Materials - Implementation Assistance to State, Local, and Tribal Clean Air Agencies

Contractor Name: ICF International

Contract #: EP-W-12-010 -- Option Period 4: April 1, 2016 - March 31, 2017

WA #: 4-48

II. Work Assignment Manager (WAM):

WAM: David Cole

U.S. Environmental Protection Agency

OAR/Office of Air Quality Planning and Standards

Outreach and Information Division

Durham, NC 27711

Phone: (919) 541-5565

Alternate WAM: Mary Ann Warner

U.S. Environmental Protection Agency

OAR/Office of Air Quality Planning and Standards

Outreach and Information Division

Durham, NC 27711

Phone: (919) 541-1192

III. Background

The U.S. EPA currently has a learning management system (LMS) for the Air Pollution Training Institute (APTI). There are also multiple state and local organizations that use independent learning management systems that support training for implementation of the Clean Air Act. In order to streamline the education process and reduce cost for Clean Air Act training, EPA has created a single LMS that will host the training and student records for APTI, state, local and tribal organizations.

APTI is the technical training arm of EPA's Office of Air Quality Planning and Standards. The Innovative Programs and Outreach Group (IPOG) within OAQPS is responsible for maintaining the APTI training website (www.epa.gov/apti/index.html). IPOG provides educational materials and training products intended to build expertise and capability of state, local, and tribal government environmental personnel who implement the provisions of the Clean Air Act. The APTI is managed by EPA personnel.

IV. Work Plan

Task 1. Work Plan and Budget Estimate

The Contractor shall meet with the Work Assignment Manager (WAM) to discuss the WA tasks and deliverables. This meeting can be via teleconference. The Contractor shall then prepare and submit a work plan and cost estimate for the WA consisting of the project plans and budget estimates itemized for each task. The budget estimates should include breakdowns of elements by cost, professional level, subcontractors, and other direct costs. Work may begin on all tasks during preparation of the work plan, if directed by the WAM.

The Contractor shall participate in administrative meetings and/or conference calls at the written request of the WAM. The technical work of each task will be directed by the WAM. The WAM will determine the date and location of these meetings/calls.

Task 2: QA Requirements

The EPA's quality assurance policy requires every environmental data operation (EDO) to have written and approved quality documentation prior to the start of the EDO. Quality documentation, such as a quality assurance project plan (QAPP) is prepared, reviewed, and approved in accordance with the guidance contained within OAQPS's QMP.

The Outreach and Information Division (OID) uses a two-tiered project category approach to its QA Program in order to effectively focus QA. Project Lead or WAMs, with consultation from the quality assurance manager (QAM) or QA Officer, will be required to designate the category of the project. Category I Projects require the most stringent QA requirements, whereas Category II projects are the least stringent. Details of this are specified in Section 2 of the OAQPS Quality Management Plan (QMP).

With consultation from the Quality Assurance Manager (QAM) or the Deputy Quality Assurance Officer, the work required in this assignment has been preliminarily determined to be classified as **Category II** by the WAM.

Within one month of the effective date of the WA and prior to any EDO, the Contractor shall provide the WAM a project-specific document that explains the Contractor's quality documentation for the WA. The quality documentation shall address the appropriate requirements specified in the OAQPS QMP. The WAM will review the quality documentation and provide comments to the Contractor in writing within 2 weeks. The Contractor shall incorporate comments from the WAM into the quality documentation and return it to the WAM within one week.

Task 3: Support Development and Revision of APTI Training Materials and Products -The Contractor shall develop, edit and revise training and outreach materials, including courses, webinars and other products for EPA's LMS that support APTI.

Sub-task 3.1. The Contractor shall develop and upload into LMS new training courses and outreach materials (including any videos provided by the WAM) for six subject areas listed

below. The Contractor shall not begin work on developing these courses and materials until the WAM issues a technical directive:

- Revised National Ambient Air Quality Standards for Ozone;
- Petroleum Refineries;
- Oil and Natural Gas Production;
- Clean Power Plan – Federal Plan;
- National Air Toxics Assessment (NATA) Mapping; and
- Method 303

Sub-task 3.2. The Contractor shall identify outdated curricula within LMS and recommend to the WAM training courses and materials that need to be edited and revised. The Contractor shall revise courses and materials, as directed by the WAM, and upload revised courses and materials into LMS.

Sub-task 3.3. The Contractor shall revise LMS to include the ability to create reports on usage statistics (e.g., number of enrollees in each course, number of enrollees that completed the course, number of enrollees that attended all days of a course)

Sub-task 3.4. The Contractor shall provide technical support to maintain EPA’s LMS that will host the training and student records for APTI, state and local organizations.

No work shall be duplicated in this work assignment relative to other work assignments.

This Work Assignment meets Section V of ICF Contract # EP-W-12-010.

V. Deliverables

Task	Deliverable	Delivery Schedule
1	Work Plan & Budget Estimate	20 days after the effective date of WA
2	Quality documentation for the WA	Within one month of the effective date of the WA and prior to any EDO
3	Support Development and Revision of APTI Training Materials and Products	
3.1	Develop new courses and materials	TBD
3.2	Identify outdated curricula and revise	TBD
3.3	Create usage reports in LMS	TBD
3.4	Provide LMS technical support and maintenance	TBD

VI. Reporting Requirements

The Contractor shall provide monthly progress reports, itemized by task, in accordance with the terms of the contract. These reports shall include hours and dollars spent by task, as well as a description of the work completed and deliverables produced. The Contractor shall provide written notification to the WAM within 30 days of when it anticipates expending 75 percent of the budgeted labor hours and/or budget dollars in the approved work plan. The Contractor shall submit work products in electronic and as needed in hard copy form. In addition, the Contractor shall deliver to the WAM each draft and final report in electronic format that is readable by windows-based word-processing (Microsoft Word 2013), graphics (Microsoft PowerPoint 2013), spreadsheet (Excel 2013), and database (Access 2013) programs. The Contractor shall also provide electronic copies of reports in PDF format.